

SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

INTERVIEW POLICY

REDRAFTED: 2016
REVIEW: 2018

DOCUMENT CONTROL

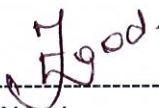
DOCUMENT DETAILS

ITEM	VALUE
Amendments Requested By:	School Governing Body
Document Revision Date:	May 2016
Author/s:	SGB
Security Level:	Confidential
This copy printed on:	09/11/2018
Document Name:	SGB- Interview Policy v1.1


REVISION CONTROL

REVISION	DATED	REVISED BY	DESCRIPTION OF MAJOR CHANGES
1	2012		
2	2016	Esnath Muzenda	Formatted; amended minor grammar
3	2018	K Kambule	Minor corrections

SIGNATORIES



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1. PREAMBLE

We commit ourselves to arriving at acceptable processes and mechanisms that will facilitate the filling of vacant posts with persons who will make effective and positive contributions to the overall developed of education of Springvale Primary School. This process would be applied similarly to SGB appointments.

2. INTRODUCTION

This policy strives to set down minimum requirements to be met during the Interviewing process for the filling of vacancies. This policy is drafted subject to all relevant legislation and/or directives of the GDE.

3. PURPOSE

The purpose of this policy is to provide guidelines on the appointment of educators / facilitators in such a way as to promote and ensure quality education for all learners thus providing career opportunities for all through excellence in education.

4. PROCEDURE

There shall be a panel composed of following:

4.1 Committee Members

The Staff Appointment Committee shall consist of five (5) members composed as follows:

- 4.1.1 Three Governing Body members
- 4.1.2 Deputy Principal – Phase concerned or;
- 4.1.3 HOD responsible for phase which is to be interviewed for
- 4.1.4 Principal
- 4.1.5 A union representative as an observer
 - The role of the observer is to ensure that a fair procedure is adopted and that each candidate is evaluated in terms of the same criteria in drawing up the short list.
 - The information is strictly confidential. Each observer shall sign a confidentiality agreement. The observer shall confirm satisfaction or dissatisfaction with the process at the end of each interview.
 - A distinction needs to be drawn between teachers in their capacity as members of the Governing Structure and Teachers acting as observers on behalf of Teacher organizations. School Governing Structures are advised to have at least one Teacher from the staff as a member of the interviewing panel.
 - The observer shall report any inconsistencies/ issues of dissatisfaction to the relevant union after the meeting.

4.2 Duties and responsibilities of the committee

- 4.2.1 Sifting applications received
- 4.2.2 Drafting a short list
- 4.2.3 Interviewing candidates
- 4.2.4 Recommend appointment
- 4.2.5 Considerations should be given to the following acts:
 - Educators Employment Act 1994
 - Public Service Act 1994
 - Labour Relations Act 1995
 - Relevant GDE Circulars

- 4.2.6
 - Resolution No 13 of the Educational Labour Relations Council
- Ensuring that the filling of posts is completed within the prescribed or appropriate time-frame.

5. ADVERTISING

The advertisement of non-subsidised vacancies / posts for educators / facilitators must be self-explanatory, clear and must include:

5.1 Minimum requirements

- Qualifications
- Language
- Additional "hidden" requirements accompanying the post
- Extra-mural requirements

5.2 Procedure to be followed for application

- Official or handwritten Curriculum Vitae
- Testimonials

5.3 Names and telephone numbers of contact persons

- School
- Candidate

5.4 Date of appointment

5.5 Closing date for receipt of applications

5.6 Media

- Gazette
- Provincial / National

6. SIFTING

- All applications that meet the minimum requirements shall be handed over to the Institution's Governance Structure responsible for the specific institution, or in the case of a post outside an institution, to the head of the applicable office or such other official to whom the necessary power has been delegated.

7. CRITERIA FOR SHORT-LISTING OF APPLICANTS: GENERAL PRINCIPLES

- 7.1 Indicators used for short-listing will be extracted from the requirements, recommendations and duties of the post as advertised.
- 7.2 Short lists must be manageable and should not consist of fewer than three (3) candidates.
- 7.3 The School Governing Body or official concerned must apply these criteria and short-list the applicants for interviews.
- 7.4 The relevant employee organizations shall be granted the opportunities to observe this process to satisfy themselves that these criteria were applied properly, provided that should any such employee organizations fail to utilize this opportunity, such failure shall not negatively affect this process.

7.5 All candidates on the short list must be called for an interview.

8. MECHANISM FOR SHORT-LISTING: POSTS INSIDE INSTITUTIONS

- 8.1 All applications that meet the minimum requirements shall be considered for short-listing by the committee responsible for the specific institution.
- 8.2 The Institution's Governing Structure can also formulate additional criteria in consultation with the relevant employee organizations who are recognized members of the ELRC.
- 8.3 The School Governing Body and School Management Team can also formulate additional criteria.
- 8.4 A list of appropriately weighted indicators (per post) should be arrived at using information provided in the advertisements (as well as the duties, skills and qualities that are relevant to the post) as a basis.
- 8.5 Data contained in the applications submitted (the curriculum vitae, testimonials and prescribed forms as per advertisements) should serve as the sources of information on each applicant.
- 8.6 The sources of information mentioned in 7.4 should be scrutinized for evidence of or reference to the indicators arrived at in 7.3.
- 8.7 Each indicator as contained in Annexure A (NOT INCLUDED IN THE CIRCULAR TO INSTITUTIONS) which the evidence identifies will be allocated a score of 1. Each of these scores will be multiplied by the appropriate weighting. The sum of these scores will indicate the applicant's short-list rating.
- 8.8 It is likely that the indicators may not be mentioned by name in the source documents – the inference of indicators descriptions of events, experiences, tasks, etc. mentioned in the source documents is acceptable.
- 8.9 The short list will be constituted by those applicants who obtain the highest short list ratings.
- 8.10 Short-listing should be conducted by teams of at least two persons.
- 8.11 Teacher organizations may observe the short-listing process. They will be given at least five (5) working days' notice in this regard. The relevant employee organisation shall be granted the opportunity to observe this process to satisfy themselves that these criteria were applied properly, provided that should any of such employee organizations fail to utilize this opportunity, such failure shall not negatively affect this process.

9. INTERVIEWING

- 9.1 The School Governing Structure must establish an interview committee.
- 9.2 Interviews will be conducted by panels consisting of at least five (5) persons and shall consist of at least one person who has appropriate knowledge and / or expertise and or involvement in the domain covered by the post.

10. INTERVIEWING PROCEDURE FOR POSTS

- 10.1 Each short-listed candidate should be given five (5) working days' notice of the time, date and venue of the interview(s), and must be informed of any further requirements associated with the interview.
- 10.2 All interviewees shall be treated equally during interviews. The same and/or similar questions must be asked of all candidates.
- 10.3 The interviewing committee shall allocate marks in relation to each predefined question.
- 10.4 The interviewing committee shall rank the candidates in order of their preference and motivate their choice. Teacher organizations may also observe this process and signatures must be attached to the relevant forms after the final ranking has been arrived at.
- 10.5 The employing department / SGB must satisfy itself that agreed procedures were followed and that no disputes have been declared before making the final appointment.
- 10.6 The School and or the SGB must keep accurate records of proceedings relating to both short-listing and interviewing and these should be kept for a minimum of one year.

11. TEMPORARY TEACHERS' APPOINTMENT PROCESS

The appointment of temporary teachers takes place in two ways at Springvale Primary School:

1. A temporary SGB appointment may occur when there is a teacher who applies for leave for an extended period of time. An example of this may be when a person qualifies for maternity leave and a teacher needs to be appointed in the person's place during their absence or;
2. A temporary GDE appointment. This would be a need which may occur when a GDE employee is on leave for an extended period of time i.e. sick leave, family responsibility leave. This post may be filled temporarily by a current School Governing Body employee for that time or by a new appointment who is in turn employed only for the applicable period of time.

The other reasons for employing temporary educators could range from filling in for teachers on study leave, sick leave, accouchement leave etc.

11.1 Contract of Employment for Temporary Teacher

a. Short notice

In instances where a permanent teacher may call in sick and / or take family responsibility leave on a very short notice, a discussion of possible candidates between Principal/Deputy and an SGB representative (possibly the Chairperson), may be a suitable route to follow.

The contract for short notice appointments should be from one (1) day to thirty (30) days.

b. Two Months to one term (four months)

If the school requires a temporary teacher for more than one month to school term, the post must be advertised and recruitment process in point five (5) to point ten (10) below must be followed.

In instances where a temporary teacher is employed for more than four months to twelve months, the School Governing Body and the Principal/ Deputy will make recommendation of the appointment and whether to make the post permanent or terminate the contract.